

2025 September Admission
Waseda University
Graduate School of Human Sciences
Application Guidelines

English-based Master' s Program



All dates and times are in Japan Standard Time [JST]

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(“19” in the above e-mail address is half-width alphanumeric “nineteen”)

*Please check the Graduate School website for the latest office opening hours.

<Admission Policy>

In Educational Innovation and Communication Studies (EDICS), an English-based master's program in the Faculty of Human Sciences at Waseda University, students can complete all their courses, submit their master's thesis and pass their open oral defense, all in English. The EDICS program will prepare graduates from the program for professional roles in the areas of educational leadership, educational consulting, educational media design, human resource development, organizational development, academic research, educational evaluation, educational technology, cross-cultural communication, media design and other related fields. To select in-coming students, the admission process will involve comprehensively evaluating each applicant's English communication skills, academic abilities to plan and carry out master's level research, past achievements and vision for the future.

<Handling of Personal Information>

Waseda University utilizes personal information (addresses, names, dates of birth etc.) collected from applicants for the admission process. We will take necessary and proper measures to protect such information from leakage, disclosure, or unauthorized use. All or parts of the above operations may be outsourced to an external agency.

Such agencies will be contractually required to maintain necessary and proper management of personal information. Please note that the personal information, after being transformed to prevent any individuals from being identified, may be used for studies and research to improve our admissions process.

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Introduction

- ◆ The following application guidelines are for prospective students who are applying to the **English-based** Master's Program at the Graduate School of Human Sciences, Waseda University. This program is currently accepting applications for **September admission only**.
- ◆ **In order to properly match you with the academic advisor, we strongly recommend that you contact your preferred supervisor before applying to the program, and that you thoroughly discuss with your potential supervisor the details of your intended research. Whenever possible, please make every effort to contact them in advance, although your application may be accepted without this process.** For details on how to contact faculty members, please refer to the “Research Guidance Information” on our website.
<https://www.waseda.jp/fhum/ghum/en/applicants/admission/>
- ◆ Classes for the English-based Master's Program **will normally be held at the Tokorozawa Campus during the daytime.**

1. Admission Information

(1) Application Qualifications

- ◆ To confirm your application qualifications, please read the “Application Eligibility Screening” described in the next page carefully. We do not reply to inquiries regarding application eligibility by phone.
- ◆ Graduates from schools that fall into the category of “Miscellaneous Schools” established under the approval of the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT) or Japan's prefectural governments are required go through “Application Eligibility Screening.” Please check the following website (in Japanese) whether this applies to you.
(MEXT webpage: https://www.mext.go.jp/a_menu/shougai/senshuu/main11_a1.htm)

English-based Master's Program Application Qualifications
Applicants must fulfill one of the following requirements: 1. Those who have completed 16 years of locally accredited school education including a completed undergraduate degree or are scheduled to complete such education by September 2025. 2. Those who have completed three-year program (or longer) in a university or are scheduled to complete such education and hold a bachelor's degree by September 2025. 3. Those who have graduated or are scheduled to graduate from a university by September 2025. 4. Those who have received a bachelor's degree through the Japanese National Institution for Academic Degrees and University Evaluation or are scheduled to receive such a degree by September 2025. 5. Those who are designated to quality to apply for graduate schools in Japan by the Japanese Minister of Education, Culture, Sports, Science and Technology. <u><For the following, before your apply, please check your eligibility to apply using the “Application Eligibility Screening” section of this document ></u> 6. Those who have been enrolled at a university for more than three years (or have completed 15 years of school education overseas or are scheduled to complete such education by September 2025) and have been recognized by the Graduate School of Human Sciences as having earned a specified number of credits with an excellent academic record. 7. Those who have been recognized by the Graduate School of Human Sciences as possessing academic credentials superior to those of university graduates through an individual entrance requirement screening process and are scheduled to reach 22 years of age by the entrance period the applicant wishes to matriculate.

<Notes>

- ◆ “University” mentioned in the above 3 and 6 refers to a university which is approved by the Ministry of Education, Culture, Sports, Science and Technology of Japan.
- ◆ Graduates who last completed three-year specialized college (zhuanke) programs in China are not qualified to apply. However, those who have graduated from a four-year (benke) program after graduating from a three-year program and completed 16 years of school education are qualified.
- ◆ If you submitted a certificate indicating that you are expected to meet the application requirements to enter Waseda University, you must submit an additional certificate indicating that you have indeed met the requirements prior to enrollment. You will not be permitted to enter Waseda University, even if you pass the screening, unless you submit the certificate confirming you have met the requirements.
- ◆ Faculty members of Waseda University, including Waseda University Junior/Senior High School, Waseda University Honjo Senior High School, and Art and Architecture School, are not allowed to enroll as students at the University. However, there are a few exceptions according to the University regulations. If you have any questions, please contact the relevant administration office.

<Application Eligibility Screening>

Those who fall under the above 6 and 7 will need to go through a pre-application, document-based **Application Eligibility Screening** process described in the following and see whether they are eligible to apply.

Those who wish to take the Application Eligibility Screening should first request the application documents by e-mail and submit the necessary documents by e-mail before the designated deadline. Request for the screening over telephone are not accepted.

a) How to apply for an Application Eligibility Screening

E-mail: admission19@list.waseda.jp

Admissions Team, Administrative Office, Tokorozawa Campus, Waseda University

Send an e-mail that includes all the following items to the above address.

- ① State “Request for Application Eligibility Screening Application Documents, Graduate School of Human Sciences” in the e-mail subject or body.
- ② The name of the program you are applying for (i.e., English-based Master’s Program)
- ③ The name of the faculty member who will be your academic advisor (Prof. Noriyuki Inoue)
- ④ Full name
- ⑤ Mailing address
- ⑥ Phone or mobile number and e-mail address
- ⑦ Your most recent academic background (e.g., “Graduated from ABC vocational school in March 2020”)

b) Deadline for the Application Eligibility Screening application materials

February 28, 2025 (Fri)

c) Announcement of the result

The result will be mailed to the e-mail address stated in the application form sometime early-March. Those who qualify should proceed with the application process described in the following.

(2) Admission Schedule

Step	Schedule (JST)	Notes
Application Eligibility Screening	To February 28, 2025 (Fri)	Optional (See page 4 for details)
Announcement of the result of Application Eligibility Screening	Mid-March, 2025	
Contact period for applicants who wish to request special care	March 21, 2025 (Fri)	Optional (See page 5 for details)
Payment of screening fee	From March 14 (Fri) To March 28, 2025 (Fri)	
Application period	By March 28, 2025 (Fri)	Please check page 10-16 carefully and submit your application documents by the deadline.
Date when Applicant Number Cards are expected to be sent to applicants	Late April, 2025 【Scheduled】	The documents will be sent to the e-mail address stated in the application form.
Result of the Primary Screening (Document Screening) informed to applicants	May 9, 2025 (Fri)	See page 20 for details
Secondary Screening (Online Interview) Date	May 17, 2025 (Sat) May 18, 2025 (Sun) (Either)	See page 17 for details
Admission results informed to applicants	May 23, 2025 (Fri)	See page 20 for details
Admission materials sent to admitted applicants	Late July, 2025	The documents will be sent via e-mail.
Schedule for the payment of the registration fee, tuition, and annual membership fee	By August 18, 2025 (Mon)	
Admission Procedure Period (Tentative)	From July 31 (Thu) To August 18, 2025 (Mon)	See page 21 for details

(3) Number of Students to Be Admitted

A small number of qualified students

(4) Request for Special Care (For Applicants Requiring Special Consideration)

- ◆ If you need special care for online interviews or studying after entering the university due to a disability or serious medical condition, etc., please contact the Admissions Team, Graduate School of Human Sciences Office at Waseda University (E-mail: admission19@list.waseda.jp) before applying.
Deadline for the request: March 21, 2025 (Fri) [Strict deadline]
- ◆ We will explain about the required documents and the flow of submission as well as consider possible measures based on the documents submitted, so please contact us about this as soon as possible.
- ◆ Should you have a serious illness or injury that could interfere with your admission, or if you are in such a situation after submitting your application, please contact us immediately.

2. Application Procedures

STEP1 : Preparation of Application Materials

(1) List of Application Materials

Materials	Note
ID Photo	Within 3 months prior to the application.
Photocopy of Passport	Compulsory for international applicants.
Photocopy of Residence Card in Japan	Compulsory if you have a visa status at the time of application.
Diploma / Certificate of (Expected) Graduation or Certificate of Bachelor degree	Compulsory for all applicants
Academic Transcript	If you meet the following conditions, please submit a transcript of all courses/programs you have enrolled in. (both undergraduate / graduate program) • Those who have graduated from more than one university • Those who have transferred or changed your major or course of study • Those who have studied abroad or are studying abroad
Online Verification Report (issued by CSSD)	Compulsory for applicants who have graduated (or are expected to graduate) <u>from a university in China</u> . Please refer to the page 13 for detail.
Proof of English Proficiency	Please refer to the page 12-13 for detail
Statement of Purpose and Research Plan	Download the format from the Graduate School of Human Sciences website, fill it in, and then upload it to the online application system. https://www.waseda.jp/fhum/ghum/en/applicants/admission/
List of Previous Publication / Research Achievements	
Scholarship Award Letter	Compulsory for applicants who have awarded scholarship for enrolment in the Graduate School of Human Sciences.
Form for Screening Fee Waiver	Compulsory for the applicants who request screening fee waiver. Please refer to the “Form for Screening Fee Waiver” on our website for detail. https://www.waseda.jp/fhum/ghum/en/applicants/admission/
Letter of Recommendation (from two recommenders)	These letters will be submitted via online application system. Please refer to the page 16 for detail and make a request to the recommenders in advance. See also “Instruction for using The Admissions Office (TAO)”. https://www.waseda.jp/fhum/ghum/en/applicants/admission/
Other Certificates	Compulsory for applicants who meet the following conditions. (Please refer to the page 14 for detail.) • Those who have taken a leave of absence or served in the military • Those who skipped a grade or graduated early, and it is not mentioned in the transcript. • When you changed your surname or given name, and if the name you entered on TAO is different from those on the certificates.

[Note] [IMPORTANT]

- ◆ You may be disqualified from the application process if your application materials have any deficiencies or any of the necessary documents have not been submitted. Please carefully check that all the necessary documents have been prepared before submitting them.
- ◆ You may be deemed to have committed a dishonest act if any document, material or information submitted with your application has been falsified, fabricated or plagiarized. In such cases, any decision may later be invalidated. None of the submitted application documents nor the screening fee will be returned.
- ◆ **The originals of each certificate must be submitted at the time of entrance procedures.**
 If the contents in the originals submitted after acceptance differ from the digital copies uploaded on the online application system, or if you are unable to submit the originals, your acceptance to the Graduate School of Human Sciences will be revoked. Therefore, please be sure to prepare and keep the originals at your hand.
- ◆ **Only Japanese or English-language documentation will be accepted.** Documents in other languages must be translated at either an embassy or a recognized notary.

STEP2 : Payment of the Screening Fee

(1) Application Classifications

Application procedures are classified as either a **Domestic Application** or **Overseas Application** according to the location where you live, regardless of your nationality. Please confirm the application classification category by referring to the following definitions.

	Domestic Application	Overseas Application
Applicants	Resides <u>in</u> Japan at the time of application	Reside <u>outside</u> Japan at the time of application
Screening Fee	<u>JPY 30,000</u>	<u>JPY 5,000</u>
Judgment criteria	Judged based on the “current address” indicated on the Application Form	

(2) List of Applicants who are exempt from the screening

Applicants who fall under any of the following categories may be exempt from paying the screening fee. For details, please contact the Admission Team, Graduate School of Human Sciences Office at Waseda University (e-mail: admission19@list.waseda.jp).

- ① Applicants who reside in one of the countries classified as “Least Developed Countries” or “Other Low Income Countries” in the list of ODA recipients published by OECD/DAC and are a citizen of one of these countries (the applicant’s country of residence and nationality do not necessarily need to be identical) in the list and apply for the screening fee waiver (Please refer to the “Form for Screening Waiver” on our website: <https://www.waseda.jp/fhum/ghum/en/applicants/admission/>)
- ② Applicants who have a chance at becoming a MEXT (Monbukagakusho scholarship) student after they enroll or are already a MEXT student. Please contact the Center for International Education (e-mail: in-cie@list.waseda.jp) before applying.

(3) Payment Method for the Screening Fee

There are three ways to pay the screening fee. Please arrange payment through any one of the following methods.

From a convenience store in Japan (**Domestic Application** only)

- See also “Method for payment of the screening fee at convenience stores in Japan” on our website. (<https://www.waseda.jp/fhum/ghum/en/applicants/admission/>)
- Please pay the screening fee at a convenience store nearby.
- You must complete the designated application form in advance by accessing the “screening fee convenience store payment site” (<https://e-shiharai.net/>) [Japanese only] on the Internet.
- The payment can be made 24 hours a day, seven days a week. However, please note that application via the website will end at 11:00pm on the last day of the payment period. Similarly, you will not be able to make a payment at a convenience store after 11:30pm on the last day of the payment period.
- **If a family member or acquaintance of an applicant conducts the procedure for the applicant, the family member or acquaintance must enter the applicant’s information.**
- If you are unable to make the payment at a convenience store for some reason, please contact us.
- **After making the payment, submit the “Certificate of Payment of the Screening Fee” on the online application system**

By Credit Card or Union Pay Card

- See also “Examination Fee Payment by Credit Card, Union Pay” on our website.
<https://www.waseda.jp/fhum/ghum/en/applicants/admission/>
- Access the online screening fee payment website (<https://e-shiharai.net/ecard/>) and complete the required procedure.
- The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, holidays. Please be aware of the international time difference. The due date/time is based on Japan Standard Time.
- The payment can be made with a credit card held in the name of a person other than the applicant. **However, your information must be entered in the “Basic Information” page of the screening fee payment website.**
- **After completing the transaction, make a PDF or screenshot of the “Result” page to upload to the online application system.**

Remittance from overseas

- Please transfer the payment amount from a financial institution according to the <Instructions for Foreign Remittance Transfer> indicated below. Please enclose a copy of the bank’s specified foreign remittance request form with the application documents.
- Please upload a copy of the bank’s specified foreign remittance request form on the online application system (TAO).

<Instructions for Foreign Remittance Transfer>

Type	Telegraphic Transfer	
Payment Method	Advise and Pay	
Bank Transfer Fee	Payer’s Responsibility	
Lifting Charge	Payee’s Account	
Amount	Domestic Application	JPY 32,500 (JPY 30,000 screening fee + JPY 2,500 lifting charge)
	Overseas Application	JPY 6,000 (JPY 5,000 screening fee + JPY 1,000 lifting charge)
	*If the local financial institution requires a separate handling/lifting fee, it must be paid in addition to the above remittance.	
Purpose	Screening Fee	
Message	Please write “38” + Applicant’s name in English.	
Bank Name	The Bank of Tokyo-Mitsubishi UFJ, Ltd.	
Branch	Edogawabashi Branch	
Account Number	0035967FHW	
Beneficiary	Waseda University	
Bank Address	3-7, Kagurazaka Shinjuku-ku Tokyo, Japan	
Swift Code	BOTKJPJT	

***For foreign remittances, the bank through which the remittance is sent may deduct a fee. Make sure that the remittance amount arrives at the university in the above amount.**

*The above bank account is for foreign remittance only, do not transfer to this account from within Japan.

(4) Note on Submitted Application Documents and Screening Fee Refund>

As a general rule, application documents and screening fees are not returned or refunded. The full screening fee, or excess amount, will be refunded if you fall into any of the categories below. You should contact the Graduate School of Human Sciences Office at Waseda University (e-mail: admission19@list.waseda.jp) if you fall into any of the categories below.

- 1) You paid more than the required screening fee.
- 2) You paid the screening fee but failed to submit the required application documents.
- 3) You paid the screening fee but submitted the application documents after the deadline.
- 4) You paid the screening fee and submitted the application documents, but the application was rejected before screening as not all required materials was submitted, or the eligibility criteria was not met.

*If you made your payment by credit card, you must also pay for any handling fees incurred for the refund. Also, if you made the payment by wire transfer from a bank outside of Japan, all handling fees to be charged for refund to the bank must be paid by you.

STEP3: Submission of your information on the online application system

The application process is to be completed via the online application system (TAO). Input required information and essays into TAO.

<Point to Note on Submission of Documents Using TAO>

- **Make sure to click “Complete my application” button to submit your application. Failure to complete submission will result in your documents not being screened.**
- Complete the application **by the application deadline** by clicking “Complete my application” button on TAO. No applications are received after the deadline. So, secure the sufficient time before application.
- It is very important that you check “Message” on TAO and your registered e-mail account regularly, since the admissions team may contact you concerning your application.
- On TAO, you will upload digital(scanned) copies of original/certified documents and certificates to follow our online application process. However, later as part of our enrollment procedures, successful applicants will be required to prove its originality either by submitting their original/certified documents and certificates by post, having their official versions sent by e-mail from the issuing organization, or using digital credential services. If you are unable to do so by the designated deadline, you will be considered to have failed to meet our enrollment qualifications.
- **Only documents written in Japanese or English will be accepted.** If any of the documents are not in Japanese or English, you must provide a translation in Japanese or English and attach an authentication of translation issued by the Japanese embassy or a notary public to your application.
- Some countries or areas may not offer a notary public service at the Japanese embassy (e.g., China). In such cases, please contact a notary public service in your home country to prepare the above documents in advance.

(1) Application Period

Application Period: **By March 28, 2025 (Fri)** 【Japan Standard Time】

- You are advised to submit the application documents well in advance.
- Application documents will not be accepted for any reason whatsoever after the application period is over.

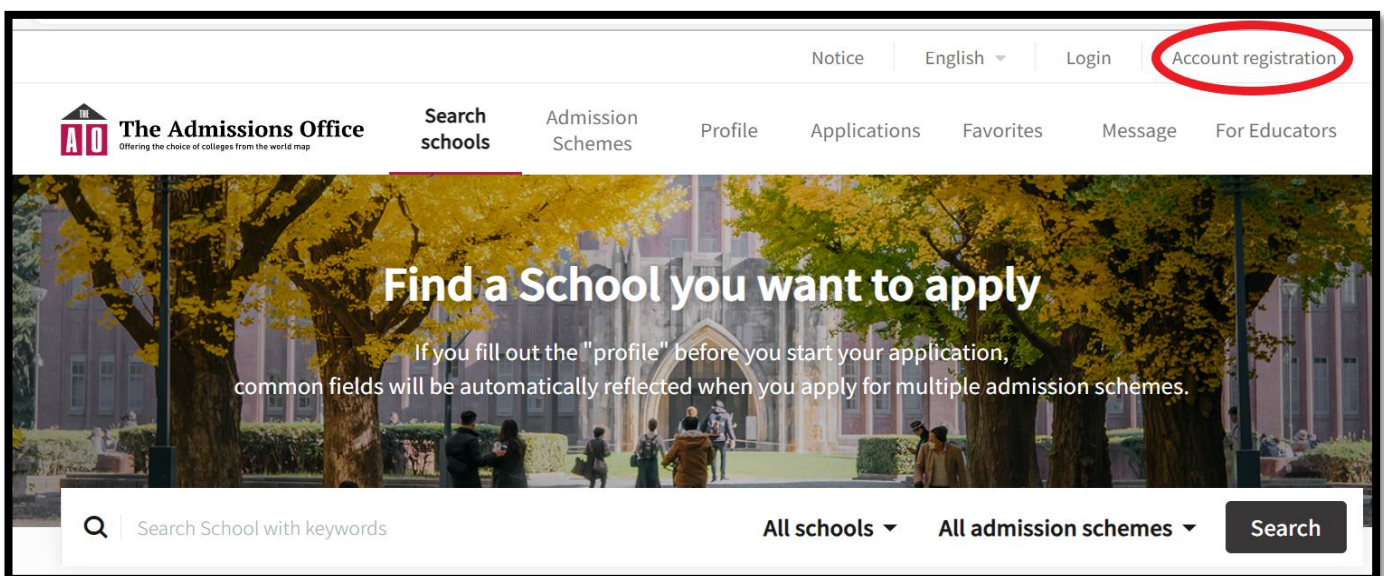
(2) Create an account on TAO

The Admissions Office (TAO) : <https://admissions-office.net/en/portal>

Access the above URL and create your account.

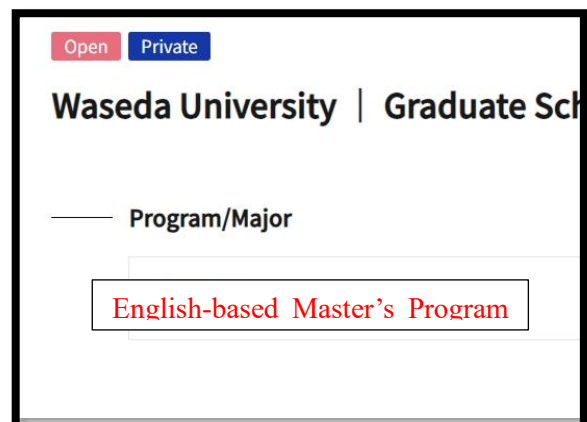
*Please refer to the “**Instruction for using The Admissions Office (TAO)**” on our website.

<https://www.waseda.jp/fhum/ghum/en/applicants/admission/>



(3) Select the program

1. Search “Waseda University” or click on “Waseda University” logo on the top page
2. Select “Graduate School of Human Sciences” on “Department/Course” page
3. Select “Graduate School of Human Sciences” from “Program/Major” menu.
4. Select your prospective program from “Admission Scheme” menu.



(4) Follow the instructions and input your information

List of Items

No.	Title
①	Advance Confirmation
②	Personal Information
③	Payment of Screening Fee
④	English Language Proficiency
⑤	Educational Background (From Primary to Secondary)
⑥	Educational Background (Higher Education): Undergraduate/Postgraduate
⑦	Working Experience
⑧	Statement of Purpose and Research Plan
⑨	List of Previous Publication / Research Achievements
⑩	State of Source Funds
⑪	Pledge
⑫	Letter of Recommendation

【Description of each item】

①. Advance Confirmation

- ◆ Please review the notes carefully and check the boxes.

②. Personal Information

◆ ID Photo

- Upload a color photo taken within 3 months before the time of application.
- A vertical to horizontal ratio of 4:3; borderless, must capture the upper body; must provide a front view with no hats; and must be taken against a plain background.
- Photos taken wearing scarves and sunglasses will not be accepted. A head piece will not be permitted except for medical or religious reasons.
- The photo will be used for identity verification on the day of the interview screening. Therefore, we do not accept unclear photos such as snapshots or photos that make it difficult to identify the pictured individual or verify their identity owing to differences in hairstyle, etc.
- Please do not post-process or retouch the face portrait photo.
- Photographs taken and printed by individuals themselves using smartphones, etc., will not be accepted. Be sure to take an ID-quality photo (photo taken at an instant photo booth is acceptable).
- As part of the enrollment procedure, the same photo you submitted with your application will be required. Please keep the file of the submitted photo until you complete the enrollment procedure.
- During the enrollment procedure, you will be also required to upload a photo for your student ID card separately. Please use the same photo you submitted with your application. Please note that the photo uploaded during the enrollment procedure will be used as personal information in various student web portal services, and for identity verification in various on-campus procedures.

- ◆ Photocopy of the Passport <Required only for international applicants>
 - Upload the photo page of your passport.
 - If you have been to Japan before, please also submit a copy of the immigration page of the passport containing the information regarding your stay in Japan.
- ◆ Photocopy of Residence Card or Special Permanent Resident Certificate <If you have a Residence Status of Japan>
 - Upload both front and back sides of Residence Card

③. Payment of Screening Fee

- ◆ Select a means of payment.
- ◆ Upload proof of payment
 - (a) From a convenience store in Japan → Screening Fee Payment Certificate
 - (b) By Credit Card or Union Pay Card → a PDF or screenshot of the “Result” page
 - (c) Remittance from overseas → a copy of the bank's specified foreign remittance request form
 - (d) Eligible for screening fee exemptions → Form for Screening Fee Waiver

④. English Language Proficiency

- ◆ Upload either of the official test scores described below. However, **if you are a native speaker of English or have completed your undergraduate or graduate education in English in an English-speaking country, you are exempt from submitting this report, therefore, please upload the proof of fulfillment of requirements (e.g., Syllabus, Curriculum).**

*If you are unclear about this eligibility, please e-mail (admission19@list.waseda.jp) for consultation.

TOEFL		
Type of Test	Minimum Score Required	Documents to be Submitted
TOEFL-iBT	80	Two score reports must be submitted. a) Test Taker Score Report: Download it from the website and upload it on TAO. b) Official Score Reports: It should be sent directly from ETS (Education Testing Service) to Waseda University. The Graduate School of Human Sciences' institution code (DI Code) is “C449.” Please choose the Department Code from the area of your graduate study (e.g., education, cognitive science, etc.)
IELTS		
Type of Test	Minimum Score Required	Documents to be Submitted
IELTS band score	6.0	Two score reports must be submitted. a) Test Report Form: Upload the scanned or image data of it b) Arrange to have your score sent electronically directly from the testing organization using the following information. Institution: Waseda University Department: Admissions Center Address: 1-6-1, Nishi-waseda, Shinjuku-ku, Tokyo, 169-8050 Japan, Admissions Center, Waseda University Delivery Method: Electronic Score Delivery

Notes

- All scores are valid only if they were taken within two years prior to September 1, 2025.
- Photocopies of score reports are not accepted. Screenshot images of the score reports are not accepted either. For TOEFL-iBT, Test Taker Score Report downloaded from the website is accepted; however, also make sure to send the Official Score Reports to the Graduate School of Human Sciences through ETS.
- **Online Testing scores are not accepted.**
You must find the dates of the tests in your area and make arrangement to take the test well in advance. You are responsible for the arrangement and the cost for the test.
- If you have taken the test more than once, please submit one of the scores you prefer.
- The official score reports will not be returned.
- Score reports will not be accepted after the submission deadline. Make sure to submit the score report along with the other application materials by the deadline.

⑤. Educational Background (From Primary to Secondary)

- ◆ Input the information on your educational background from primary (elementary) school to upper secondary (high school) education in chronological order.
- ◆ There are three sections: "A. Primary Education (Elementary School)", "B. Lower Secondary Education (Junior High School)" and "C. Upper Secondary Education (High School)".
- ◆ If you have a history of attending more than one school at each stage, please add a section and complete for each school.

⑥. Educational Background (Higher Education): Undergraduate/Postgraduate

- ◆ Input the information on your educational background at higher education level in chronological order.
- ◆ Diploma/Certificate of (Expected) Graduation or Certificate of bachelor's degree
 - Must be submitted for one university.
 - **Those who have graduated or expect to graduate from Chinese institutions** should arrange for the report to be sent directly to us by CSSD instead of a "Diploma/Certificate of (Expected) Graduation or Certificate of bachelor's degree".

<Those who graduated or expected to graduate from Chinese institutions>

The designated Online Verification Report issued by CSSD (previously known as CHESICC.)

<For Graduates> "Online Verification Report of Higher Education Qualification Certificate" (English)

<For EXPECTED Graduates> "Online Verification Report of Student Record" (English)

*If you have already graduate, "Online Verification Report of Student Record" is not acceptable.

To send the report, applicants are required to register at CHSI, then arrange the document to be sent directly to Admissions Team, Graduate School of Human Sciences (e-mail: admission19@list.waseda.jp) via e-mail. Contact the office for the e-mail address. For further information, visit CSSD (CHESICC) website: <https://www.chsi.com.cn/en/>.

Arranging Online Verification Report well in advance is crucial as it must reach the designated office before the application deadline. Only the English version of the Online Verification Report sent directly from the CSSD (CHESICC) via e-mail will be considered valid.

◆ Academic Transcript

- **When the transcript and the certificate of (expected) graduation are issued together (both undergraduate/graduate program),** you can submit the combined transcript and the certificate of (expected) graduation.
- Transcripts must be submitted showing grades for all the courses (both undergraduate and graduate program) that were completed.
- If there are several pages, it is necessary to have the official school stamp with the name of the authorized personnel on each page.
- **If any of the following situations apply to you, you must upload all relevant academic transcripts.**

(a) When you have graduated from more than one university (both undergraduate/graduate)
⇒All transcripts from all universities you attended must be submitted. * For certificates of graduation, you only need to upload one of the ones you have.
(b) When you transferred or changed your major or course of study (both undergraduate/graduate)
⇒Please also submit transcripts from before your transfer, change of major, or change of program.
(c) When you studied or are studying abroad.
⇒All transcripts while studying abroad need to be submitted

- **If any of the following situations apply to you, you must upload additional documents.**

(a) When you have taken a leave of absence or served in the military
⇒An official certificate that proves that you were in that situation needs to be submitted.
(b) When you skipped a grade or graduated early, and it is not mentioned in the transcript
⇒An official certificate issued by the university that proves you were in that situation needs to be submitted.
(c) When you changed your surname or given name, and if the name you entered on TAO is different from those on the certificates
⇒Official proof of the name change must be submitted.

⑦. Working Experience

- ◆ To complete your working experiences, please refer to the example on the TAO.
 - **Example of Content:** Company/organization, period of employment, city/country, job title, employment type
- ◆ If you have no work experience, you do not need to enter anything.
- ◆ You can enter up to five working experiences.

⑧. Statement of Purpose and Research Plan

- ◆ Download the format from our website (<https://www.waseda.jp/fhum/ghum/en/applicants/admission/>), fill it in, and upload it to TAO.
- ◆ Can be filled out either by handwriting, by pasting pre-typed text onto the designated format or directly entering information in the PDF or Word file. (However, the applicant's handwritten signatures or electric signatures are required.)
- ◆ **Make sure that all information is properly provided within the designated area of the forms. Please keep all the information within the frame border of the designated application forms.**
- ◆ If writing the documents by hand, use a black ballpoint pen (do not use a pencil or a non-permanent pen such as a FriXion pen, etc.).
- ◆ Use block letters for words and Arabic figures (e.g., 1, 2, 3...) for numbers. All the handwritten texts must be legible, clear and easily readable.

- ◆ In the statement of purpose and research plan, please include reason(s) for applying, your academic interest, previous academic and professional experience and your tentative master's thesis research plan. You should also include your anticipated research activity for your master's thesis and anything relevant to your academic and research interest. Please cite any sources used in the statement of purpose and research plan.
- ◆ The total length should be **within 3 pages**, not including the cover sheet. Graphs and charts count toward the 3-page limit.
- ◆ The research plan should be written in English.
- ◆ Please use the font size around 10-11pt for the main body of text.
- ◆ If the research plan is more than two pages, include page numbers (e.g., 1/3, 2/3, 3/3, etc.) at the lower right of the sheets.

⑨. List of Previous Publication / Research Achievements

- ◆ Download the format from our website (<https://www.waseda.jp/fhum/ghum/en/applicants/admission/>), fill it in, and upload it to TAO.
- ◆ Can be filled out either by handwriting, by pasting pre-typed text onto the designated format or directly entering information in the PDF or Word file. (However, the applicant's handwritten signatures or electric signatures are required.)
- ◆ **Make sure that all information is properly provided within the designated area of the forms. Please keep all the information within the frame border of the designated application forms.**
- ◆ If writing the documents by hand, use a black ballpoint pen (do not use a pencil or a non-permanent pen such as a Frixion pen, etc.).
- ◆ Use block letters for words and Arabic figures (e.g., 1, 2, 3...) for numbers. All the handwritten texts must be legible, clear and easily readable.
- ◆ **You do not need to submit "List of Previous Publication / Research Achievements" if you do not have any publications or research achievements.**
- ◆ A bachelor's thesis completed at an undergraduate institution is not considered a research achievement.
- ◆ If you have publications and research achievements such as academic papers, books and others (conference presentations, etc.) and intend to submit the information, please write down in the order of 1) academic papers, 2) books and 3) others (conference presentations, etc.) in chronological order.
- ◆ If there are more than two pages, write down the page number (e.g., 1/3, 2/3, 3/3, etc.), in the lower right corner.

⑩. State of Source Funds

- ◆ Indicate the source and the amount of funding throughout the period of your study at Waseda University.

⑪. Pledge

- ◆ Please check the contents carefully and enter the information.

⑫. Letter of Recommendation

- ◆ See also the “**Instruction for using The Admissions Office (TAO)**” on our website.
<https://www.waseda.jp/fhum/ghum/en/applicants/admission/>
- ◆ Required **two** recommendation letters from different people.
- ◆ The letters must be written in English or Japanese.
- ◆ **Acceptable Recommender:** Someone who knows the applicants, their academic work and daily life (e.g. Teaching Fellow/Academic Advisors, etc.)
- ◆ **Unacceptable Recommender:** a relative, a minor or an adult ward, the faculty member who will serve as your academic advisor
- ◆ **Step-by-Step Directions**

Applicant

- 1) Click “✉ Request” button.
- 2) Select “Type of Recommender / Requestee” and enter “Email address of the requestee”
- 3) When you press “Request”, the recommender will receive the following email.

Recommender

- 1) Click on the link in the email to access The Admissions Office (TAO) webpage.
 - Email Title: [The Admissions Office] Notification: Submission request for Recommendation Letter
 - Sender: no-reply@admissions-office.net
- 2) Create an account on TAO.
 - Choose “Recommender” tab and click “Create a new account”.
 - Please use the same e-mail address which you received the above email.
 - After creating your account, you will receive a registration confirmation email.
- 3) Log in TAO from the URL in the email, then the recommendation letter will be displayed.
- 4) Click the recommendation letter and input required information.
- 5) After Creating the letter, Click the “Submit” button.

◆ **【IMPORTANT】**

- **Please ask your recommender to submit the letter of recommendation during the application period.**
- **Even if the procedure on TAO is complete, your application will not be considered complete unless the letter of recommendation is submitted.**
- **Please check back often as TAO will email you when your recommenders have completed submitting their letters of recommendation.**

【After entered all the items on TAO】

- ⚠ **Don't forget to click the “Complete my application” button during the application period.**
- ⚠ **If you do not click the "Complete my application" button during the application period, your application may not be considered complete.**

3. Screening Process

Sending of Applicant Number Card and Admission Guide

- ◆ After the application documents are accepted, an applicant number card and the admission guide will be sent by e-mail. If they do not arrive by May 2, please contact the Admissions Team, Administrative Office (e-mail: admission19@list.waseda.jp).
- ◆ Please keep your Applicant Number Card after the application process as it will be used to issue your student ID card.

(1) Screening Method

First screening: Document screening of application materials

Second screening: Interview via web conference system (Zoom)

*The second screening will be conducted only for those who passed the first screening.

(2) Date of the Second Screening (Online interview)

Date: **May 17 (Sat) / May 18(Sun), 2025** (JST) <Either One>

Screening start date and time: The starting date and time of the screening depends on the applicant and will be announced to applicants who have passed the first screening after the notice of the first screening result.

(3) Notes for the Second Screening (Online interview)

Written instructions on how to connect to the web conference system (Zoom) will be given to applicants who pass the first screening. The following describes how the interview will be conducted, necessary equipment requirements as well as precautions for the screening. You are responsible for securing a safe and quiet place for the interview.

[Equipment environment]

1. Computer

- ◆ Prepare a laptop or desktop computer. Please avoid using smartphones or tablets. Computers must be connected to the Internet before the interview.
- ◆ Refer to the recommended requirements for the web conference system (Zoom) when preparing the computer. The system requirements are summarized in the “Getting Started” section of the zoom Help Center (<https://support.zoom.us/hc/en-us>). When taking the interview on a Windows PC or Mac computer, please check “System Requirements for Windows, MacOS, and Linux” under “Desktop.”

2. Internet

- ◆ A wired or wireless broadband Internet connection is needed. Your computer needs to be connected to the Internet at all the times during the interview. A connection speed of 600 kbps/1.2 Mbps (up/down) or faster is required. Please conduct an internet speed test beforehand to make sure the connection speed is fast enough. Search for free “internet speed test” in Google search (or any other search engine) and run the speed test on your own as a part of your preparation for the interview.

3. Web camera

- ◆ Prepare a webcam that is internal or externally connected to a computer and has a resolution of 720 pixels or higher. Using filters with the webcam is not allowed.
- ◆ Before the interview, you will be asked to turn your computer or webcam 360 degrees so that test administrators can check the environment (room and desk) visually. Please prepare a computer (PC or Mac) or web camera that allows you to do this. Please set up the environment so that cables are not disconnected during the 360-

degree visual check.

4. Audio equipment (earphones, microphone, etc.)

- ◆ We recommend the use of built-in or external speakers, earphones or headphones. A headset with a microphone attached to the headphones can also be used. Please choose to have your interview in a quiet room and make sure that there is no external noise. A microphone is also required for the online interview.
- ◆ Turning off the camera (video) during the interview is not allowed.
- ◆ During the interview, the audio may be muted by the test administrator.

[Notes]

1. Room environment, etc.

- ◆ The room should be quiet enough and free from outside noise, and no person other than you, the applicant, should be in the room. Close all windows and doors and use curtains to block any openings that allow you to look outside. Please make sure that your pet does not interfere with your interview.
- ◆ Placing books or post-it notes on or around the desk for use during the interview is prohibited. Please make sure that the desk and its surroundings are tidy and free from books, notes, exhibits and any textual information before taking the interview.
- ◆ Do not allow other people to enter the room during the interview. You are not allowed to communicate with other people in-person, online or in any form during the interview.
- ◆ Eating and drinking are not allowed during the interview.
- ◆ Any processing of video or audio by using virtual backgrounds, etc., is not allowed during the interview.

2. Recording

- ◆ You are not allowed to record any audio or video during the interview.
- ◆ The test administrators will record the interview in order to use it as data for the selection process.

3. Dress

- ◆ Your face should not be covered with a hat or mask during the interview. If you would like to request exclusion from this requirement for religious or personal reasons, please e-mail (admission19@list.waseda.jp) and indicate it right after when you receive the date and time of the interview.
- ◆ Wear appropriate clothes for the interview.

4. Items on the desk

- ◆ Place only your computer, keyboard, mouse or trackpad, earphones or headset on your desk.
- ◆ Please place the Applicant Number Card on the desk as well.
- ◆ The application materials must not be on the desk. You need to respond to interview questions without looking at your application materials including your statement of purpose and research plan.

5. Leaving during the interview

- ◆ Applicants who leave their seat during the interview will be considered to have forfeited the interview.

6. Others

- ◆ You are responsible for preparing the equipment and covering the communication costs.
- ◆ Failure to follow the instructions of the test administrator may result in the cancellation or non-completion of the interview.
- ◆ If an applicant is found to be cheating when taking the online interview, the applicant will not be allowed to take any of the admission exams for that year. The screening fee will not be refunded in such cases. In addition, all admission exams and screenings taken by the applicant in the current academic year will be invalidated.
- ◆ Applicants who have passed the first screening will be notified individually of the screening result along with the information for the second screening that includes how to connect to the web conference system (Zoom) later.

4. Points to Note for Misconducts in the Admission Process

Waseda University has provided the following guidelines so that all admissions can be properly administered, and all applicants have an opportunity to perform in a fair and equitable environment. Please read the guidelines carefully and approach the interview in a professional manner.

<Misconduct>

Waseda University has established the following precautions to ensure that the entrance examination is conducted in a strict manner, and that all applicants may take the examination fairly and impartially. Please read these precautions carefully before taking the entrance examination, and approach the examination with the appropriate attitude of seriousness.

1. Any falsification, fabrication, plagiarism, modification, etc., of documents, materials, or information submitted to the University at the time of application may be considered misconduct.
2. The following acts constitute misconduct:
 - (1) Cheating (e.g., concealing or using cheat sheets, reference books, etc., during the examination, looking at other examinees' answer sheets, etc., seeking answers from other examinees, taking notes on one's body, objects, desk, etc. and referring to them.)
 - (2) Any action that benefits another examinee or other examinees, such as communicating the answers to a question, etc., during the examination.
 - (3) Holding or using mobile phones, etc., during the examination.
 - (4) Enabling any sounds (incoming calls, alarms, vibrating sounds, etc.) on mobile phones, etc., and watches during the examination.
 - (5) Behavior that disturbs other examinees in the examination room.
 - (6) Failure to follow the instructions of an examination supervisor, etc., at the examination site.
 - (7) Having any person other than the applicant herself/himself impersonate the applicant and take the examination.
 - (8) Any and all other acts that may impair the fairness of the examination.
3. If misconduct is suspected, the University may respond as follows. Failure to comply with these actions may be considered an admission of wrongdoing.
 - An examination supervisor, etc., may give examinees a warning or inquire about the circumstances.
 - The applicant may be requested to take the examination in a different seat or room.
 - The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc. submitted to the University (hereafter "Submitted Documents") by providing them to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Documents to the University, the applicant agrees to the University's right to make such inquiries.
4. The following actions may be taken in the case of confirmed misconduct.
 - The applicant will not be permitted to take any entrance examination of the University in the relevant academic year (screening fees will not be refunded).
 - The results of all entrance examinations of the University for the relevant academic year shall be null and void.

If, after enrollment, a student is found to have committed misconduct, he/she may be subject to a range of disciplinary actions up to and including expulsion from the University, in accordance with the University's rules and regulations.

◆Accidents/incidents owing to force majeure

In the event of a natural disaster— such as typhoons, floods, earthquakes, tsunamis, etc.—fires, power outages, or other force majeure accidents or transportation disruptions, measures including delaying the start and end of the exam or postponing the exam, etc. may be taken. However, in such an event, the University will not be liable for any inconvenience, expense, or other personal damage incurred by examinees as a result of such measures.

◆Physical Condition and Illness

Applicants who feel ill during the interview should inform the test administrators. Applicants who leave their seat during the interview without permission from the test administrators will be considered to have forfeited the interview.

◆Loss of Applicant Number Card

If you cannot find your applicant number card, please contact the admissions team of the Graduate School of Human Sciences at the Tokorozawa Administrative Office (e-mail: admission19@list.waseda.jp) before the day of the interview. Please note that if applicants are unable to present their applicant number card at the time of the interview, they may not be allowed to take the interview.

◆Others

Any special measures taken for the interview will be announced on the website of the Graduate School of Human Sciences.

5. Notice of Admission

(1) Notice Date and Method

Screening	Announcement Date and Time	Method
First screening (Screening of application materials)	May 9, 2025 (Fri) 10 : 00 (JST)	It will be on the “List of Successful Applicant Numbers” on the website of the Graduate School of Human Sciences. (https://www.waseda.jp/fhum/ghum/en/) *The screening results will be sent via e-mail
Second screening (Online interview)	May 23, 2025 (Fri) 10 : 00 (JST)	

(2) Points to Note

- ◆ Inquiries regarding screening results will not be answered.
- ◆ The passing certificate and other materials will be sent to the mailing address you entered on TAO. Overseas applicants will receive them by e-mail.
- ◆ If they do not arrive by June 2, please contact the Admission Team, Administrative Office (e-mail: admission19@list.waseda.jp).

6. Admission Procedure

(1) Issue of Admission Documents

The guidance regarding payment of the registration fee, tuition and annual membership fee (bank transfer) will be sent with the passing certificate. **Please note that you need to pay the registration fee, tuition and annual membership fee (bank transfer) and submit admission documents in the admission process. Please make sure to complete these by the deadlines below.**

The admission materials will be sent late July only to those who have paid the registration fee, tuition and annual membership fee (bank transfer). After they arrive, please check, and prepare necessary documents. The documents will not be accepted if the deadlines are missed.

* The schedule below is subject to change. The final schedule will be written in the admission materials that will be sent to admitted applicants.

Schedule for the payment of the registration fee, tuition and annual membership fee

From the date the admission documents arrive to **August 18, 2025 (Mon)** [strictly observed]

Schedule for sending the admission documents (by post)

From August 1 (Fri) To August 18 (Mon), 2025 [strictly observed]

(2) Admission Documents (Tentative)

Admission materials needed after you are admitted are listed below. Details can also be found in the document titled “Guidelines for Admission Procedures,” which will be sent to the applicants who were admitted. The following is a list from last year.

- 1) Pledge for Research Ethics (the form will be sent by the Graduate School of Human Sciences)
- 2) Proof of undergraduate/graduate degree completion and academic transcript(s) **【Original Documents】**
- 3) Residence Certificate
- 4) Others

(3) Points to Note

- ◆ If the admission documents have not arrived by August 1, 2025, please contact the Admission Team, Administrative Office (e-mail: admission19@list.waseda.jp).
- ◆ Waseda University will bear no responsibility if admitted candidates fail to receive the admission materials and/or complete the admission procedures within the designated period.
- ◆ We accept documents for the admission process only through a mail delivery service that originates at your current address. Please do not bring these documents in person to the Administrative Office of Tokorozawa Campus.

If, at the time of application, the applicant submits a Certificate of **Prospective** Qualification to meet the application qualifications described in this application guide, please submit the proof of qualification acquisition during the admission procedures. If the applicant is not able to submit the certificate of qualification acquisition to satisfy the Graduate School admission qualifications, they will not be admitted even if they pass the admission screening.

7. Annual Tuition and Fees

Tuition and Fees for English-based Master's Program in 2025 (Unit: JPY)

Program	Term	Entrance Fee (Registration Fee)	Tuition		Other Fees	Total
			Course Fee	Laboratory/ Training Fee	Student Health Care Fee	
Two-year Master's Program	Fall	300,000	455,000	35,000	1,500	791,000
	Spring	---	455,000	35,000	1,500	491,000
	Total/year	300,000	910,000	70,000	3,000	1,283,000

- **The Entrance Fee is waived for applicants who are currently enrolled in, graduated from, completed, or withdrew from an undergraduate, graduate or specialized program at Waseda University.** For details, please refer to the “Guidelines for Admission Procedures.”
- A Waseda Alumni Membership Fee of JPY 40,000 is required in the final academic year. This fee will be waived for those who graduated from Waseda University in the past and have already paid the fee.
- As a general rule, we do not refund the above fees for any reason. However, in cases where the applicant could not enter Waseda University due to unavoidable circumstances or fails to meet the entrance qualifications prior to enrollment, we may be able to refund part of the tuition. For more information about the procedure for receiving a refund, e-mail (admission19@list.waseda.jp). More detailed information on this can be found in the handbook on entrance procedures, which will be mailed to applicants who are admitted.